

9TH ARMY LODGING TRAINING SEMINAR ANNOUNCEMENT LETTER

1. The 9th Annual Army Lodging Training Seminar will be held at Marriott Norfolk Waterside, Norfolk, Virginia, 28-30 March 2006. Travel dates are 27th and 31st March. The Army Lodging Division will provide central funding for the cost of travel, lodging and per diem for 105 personnel to attend the Training. All other expenses, i.e. taxi, Training registration, etc. must be funded locally. Central funding will be limited to the Army Lodging Manager at each DLA/IMA Garrison and DLA/Region Lodging Program Managers. Garrison Assistant Lodging Managers may be authorized central funding when attending as a substitute for the Garrison Lodging Manager. Other substitutions require the approval of the IMA Region Lodging Program Manager. Registration for the Training must be completed NLT 27 February 2006. Additional non-lodging personnel desiring to attend the training may do so on a space available basis. Lodging funds will not be used to support attendance by non-lodging staff. Registrations made after 27 February will be based on the availability at Marriott.

2. Lodging Managers/Assistant Managers desiring to attend the Training must register electronically on [armymwr.org](http://www.armymwr.org) (http://www.armymwr.org/home/Show_file.asp?fileID=150). Point of contact for this Training is Jonina Asmundsdottir Telephone: 703-681-5211, DSN 761-5211 e-mail jonina.asmundsdottir@cfsc.army.mil.

3. Lodging reservations will be made automatically for each registrant at Waterside Marriott with arrival on 27th March 2006 and departure 31 March 2006 for CONUS registrants and arrival on 26th March 2006 and departure 31 March 2006 for OCONUS participants. Any other prior arrival/departure will not be reimbursed unless early arrival/late departure is pre-approved by the Army Lodging Division POC. Requests for early arrival/extended departure shall be forwarded electronically to jonina.asmundsdottir@cfsc.army.mil.

4. On-site Training Check-In will be conducted from 1530-1830 hours on 27 March 2006 by the Norfolk Ballroom (lobby entrance to the right). Attendees who are unable to arrive during Training Check-in hours may check-in starting at 0730 hours on 28 March. Training Check-In will close at 0800 hours on 28 March. Please note these hours are for Training check-in and do not indicate hours conferees may check-in at lodging.

5. Attendees may fly directly to Norfolk, International Airport approximately 20 minutes away from Waterside Marriott. Information on transportation to and from the airport is attached.

6. A draft Training agenda is provided as an attachment to this announcement. Updates to the agenda will be posted on the Army Lodging website. Attendees will receive the final

Training agenda as part of on-site Training check-in. All attendees will be required to pay a registration fee of \$85.00, which will be automatically transferred from installations fund in coordination with the Lodging Program Managers. APF employee must pay the registration fee with check or money order during the registration.

7. A Government provided dinner will be provided during the Lodging of the Year ceremony on 30 March. Attendees will be responsible for all other meals.

8. Norfolk Waterside Marriott has an exercise room, swimming pool and Jacuzzis, so please feel free to bring your exercise clothing.

9. Attendees for this Seminar will receive Educational Institute Credits for this Training Seminar. The Activity verification form will be issued during the seminar.

10. All NAF personnel will travel on NAF orders prepared by the installation. APF lodging personnel must request their orders to be prepared by CFSC-BPL by contacting POC in paragraph 2.

11. Attendees must list on their DD form 1610 Travel Orders block #16 "CNA# 10079", block 16 Government provided dinner is provided on 30 March 06 and in block #19 "Centrally Funded by Army Lodging Operating Single Fund".

12. NAF CONUS & EURO attendees must file a travel voucher (DD-Form 1351-2) within five days of completion of TDY with NAF Financial Services. The Financial Services do not need to request CFSC-BPL for reimbursement, CFSC-BPL will send in the request to Texarkana.

13. For foreign national, KORO Region and Japan attendees: Entry will be made to the balance sheet as a reimbursement due from CFSC, inter-fund receivable account 136. A copy of the TDY orders must be provided to the CFSC Army Lodging POC IAW the date outlined in the course selection notification. Individuals must file a travel voucher (DD Form 1351-2) within five days of completion of TDY. Send documentation for airfare paid with Lodging Funds to your Finance Office so that it may be included in the request for reimbursement. NAF CAO or Financial Office will invoice CFSC-BPL (Jonina Asmundsdottir) for the amount of reimbursement. The installation fund has 60 days from the completed TDY to invoice CFSC-BPL (Jonina Asmundsdottir), 4700 King Street, Alexandria, VA 22302-4406, for reimbursements. Ms. Asmundsdottir's number is DSN 761-5211 or Commercial 703-681-5211, FAX 703-681-5342.

- . The following enclosures must be submitted with reimbursement invoices:
 - a. DD Form 1610
 - b. DD Form 1351-2
 - c. Finance office reconciliation/Central Accounting Office travel summary reconciliation.
 - d. All receipts from travel (airline ticket receipt/stub or itinerary with cost indicated for travel agency; any expense over \$75.00